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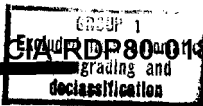
**10 JUL 1964**

MEMORANDUM FOR: Chief, BSD/OP

SUBJECT : Activity Report - Fund Drive Coordinator  
5 September 1963 -- 30 June 1964

1. **GENERAL.** This is a report for the period 5 September 1963 through 30 June 1964 for the following activities:
  - a. Fund Drive Activity
  - b. Public Service Awards Programs
  - c. Selection of Senior Officer School Candidates
2. **FUND DRIVE ACTIVITY**
  - a. Administration. Some major changes were made in the administration of the Agency fund drives during the past year. They are as follows:
    - (1) A Fund Drive Coordinator, whose principal duty was to serve as coordinator for all fund drives, was appointed in September 1963. This action was taken to bring about more continuity in management of the fund drive activity and to overcome some of the deficiencies which were noted in the Report of Audit for previous years. The Fund Drive Coordinator under the direction of the Chief of the Benefits and Services Division, Office of Personnel organized and conducted three Agency drives during the reporting period. This responsibility included planning the campaign; liaison with the CIA Consolidated Charities Committee and with various external campaign committees, preparation of publicity material, correspondence, and reports; organizing Office Chairmen and Keymen; conducting kick-off meetings; and supervision of the collection and processing of all contributions and pledges.
    - (2) The Office of the Comptroller (later Office of Finance) was given the responsibility for the establishment and maintenance of the financial and accounting system for all fund drives. Employees experienced in accounting were provided by the Office of Finance to maintain the financial and accounting records and to periodically reconcile cash. Arrangements were made for one of the Finance employees

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to serve as UGF cashier to deposit UGF pledge payments collected by the Fund Drive Coordinator. [REDACTED]

[REDACTED] PSS/Finance, supervised the maintenance of the accounting records during the entire reporting period.

- (3) All of the personnel, except one employee, used to count and record contributions during the fund drives were individuals detailed from IAS or individuals who were "between assignments". This was an effective use of manpower and eliminated the need for taking employees away from their regular assignments, as had been done in previous years.

- (4) The following procedures were instituted this year for the collection of pledges made to UGF during the fall campaign.

- (a) Monthly statements were sent to individuals with UGF Accounts. This has proved to be an effective means of keeping individuals advised of the status of their accounts.
- (b) Individuals who are leaving the Agency and individuals going overseas PCS who have UGF Accounts are given statements prior to the scheduled processing-out date. This procedure has resulted in a great percent of the PCS group paying off their Accounts. Some individuals leaving the Agency have settled their accounts, but the greater percent of these accounts had to be cancelled.
- (c) Twenty-nine pledges have been cancelled as of this date. Letters will be sent during the month of August to all individuals who have active UGF Accounts requesting that they settle these accounts on or before 1 September. We hope to close the 1963-64 UGF Account prior to the beginning of the 1964-65 UGF drive.

b. Financial Results of the 1963-64 Fund Drives

- (1) A total amount of \$181,604 was contributed and pledged during the three 1963-64 Fund Drives. This was an increase of \$11,001 over the amount contributed in the three fund drives conducted in 1962-63.
- (2) The results of the three fund drives conducted during the reporting period are summarized below:
  - (a) UGF-PSAS Drive (1 October - 15 November 1963)
    - (1) UGF-Total Amount Pledged - \$109,841.75  
Pledges in the 1963-64 drive represented 103% of the Agency goal.
    - (2) PSAS-Total Contributions - \$14,139.72  
This was an all-time high, exceeding the 1962

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Excluded from automatic  
downgrading and  
declassification

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(b) 1964 Spring Federal Service Campaign

- (1) Total Amount Contributed to National Health Agencies - \$31,627.81. This amount represents a small increase over contributions made in the 1963 drive.
- (2) Total Amount Contributed to Joint Services Crusade - \$18,957.00. This was an increase of 19% over the amount contributed in the 1963 drive.

(c) The John F. Kennedy Library Campaign (20 May - 30 June 1964)

A total amount of \$7,040.00 was contributed and pledged to the Library. This amount included \$600.00 in pledges. This was \$4,010 more than was contributed in the National Cultural Center Fund Drive conducted during the period 16 June to 16 August 1963.

c. UGF Accounts 1963-64

- (1) At the end of the UGF campaign in November 1963, the total amount pledged to UGF to be collected was \$18,936.76.
- (2) Status of Accounts as of 30 June 1964
  - Total Amount Paid on Accounts - \$13,372.85
  - Total Cancellations - \$ 308.00
  - Total Amount Due on Active Accounts \$ 5,255.90(There are 442 active accounts)
- (3) A financial statement of the Consolidated Charities Committee as of 30 June 1964 is attached.

3. PUBLIC SERVICE AWARDS PROGRAM

- a. The Agency was invited to nominate candidates for 8 public service awards programs during the reporting period. We nominated Agency employees for 6 of these programs and 3 of our candidates were 1964 award winners and 2 received honorable mention.
- b. This activity involved the solicitation of candidates, the preparation and processing of nominating documents, and making arrangements for Agency officials and employees to attend the respective awards presentations.

4. SELECTION OF SENIOR OFFICER SCHOOL CANDIDATES

The Director of Personnel was Chairman of an Ad Hoc Committee to select candidates for the Senior Officer Schools. The Fund Drive Coordinator assisted the DD/Personnel in his capacity as Executive Secretary to the Committee. The selection of candidates for these schools is now the responsibility of the CIA Training Selection Board, which is chaired by the Director of Training.

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5. PLANS FOR FISCAL YEAR 1965


a. Fund Drive Activity

- (1) During FY 1965 there will be only one fund drive authorized in Federal agencies. During this drive which begins 15 September 1964 funds will be collected for UGF, National Health Agencies and the four international Federal Service Agencies. Payroll withholdings have been authorized.
- (2) Specific plans concerning this drive in the Agency will be made when the Civil Service Commission has completed their plans. At that time the Office of Finance and the Office of Personnel will determine the procedures to be followed.
- (3) No determination has been made as yet in the Agency in regard to conducting a campaign to collect funds for PSAS.

b. Public Service Awards Program

- (1) The Agency can be very proud of having three of our candidates selected for the three top awards given to Federal employees. There is great need, however, for changing our procedures in selecting Agency candidates. A staff paper is being prepared to submit to the Deputy Director of Central Intelligence a proposal to change the time schedule for selecting Agency candidates and to select candidates for all public service awards programs simultaneously, as is currently done in the selection of Senior Officer School candidates.
- (2) This proposed procedure will allow more time to screen all individuals who are qualified candidates for these programs and should result in the making of more judicious recommendations to the Director.
- (3) A Public Service Awards Handbook is also being prepared. It is believed that supervisors at all levels should be encouraged to become "awards minded". This can be done by publicizing the criteria for selecting candidates.
- (4) Plans are being made by the Chief of the Suggestion Awards Branch to give recognition to our Public Service Awards winners at the Awards Ceremony to be conducted this fall.

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Fund Drive Coordinator  
BSD/Office of Personnel

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Excluded from automatic  
downgrading and  
declassification

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## CONSOLIDATED CHARITIES COMMITTEE

Financial Statement  
as of  
30 June 1964

### ASSETS

Cash on Hand and In Bank	\$19,143.26
Undeposited Receipts and Returned Checks	10.00
UGF Pledges Receivable--current year	<u>5,746.90</u>
TOTAL ASSETS	<u>\$24,900.16</u>

### LIABILITIES

Due to UGF--current year	\$19,065.75
Due to John F. Kennedy Library	<u>5,834.41</u>
TOTAL LIABILITIES	<u>\$24,900.16</u>

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